

3 FAH-1 H-2700 TRAINING AND EMPLOYEE DEVELOPMENT

3 FAH-1 H-2710 GENERAL TRAINING POLICIES AND PROCEDURES

(TL:POH-39; 11-21-1997)

3 FAH-1 H-2711 ENROLLMENTS IN TRAINING

3 FAH-1 H-2711.1 Training Preparatory to Assignment

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

a. When Foreign Service employees require training in order to meet the language and other requirements of an onward assignment, the office of Career Development and Assignments (PER/CDA) will request the appropriate courses as part of the assignment process and will specify the training in the Assignment Notification Cable and Personnel Assignment Travel Authorization Cable or SF-50 personnel action authorizing the assignment. For USAID, the Personnel Operations Division (M/HR/POD) will request the appropriate courses as part of the assignment and will specify the training in the assignment telegram.

b. The procedure outlined in 3 FAH-1 H-2711.1, paragraph a, applies to language and area training as well as to such functional training as tradecraft, political, economic and consular intensive, and administrative specialist courses. See 3 FAH-1 H-2730 for additional regulations governing selection for language training for employees and 3 FAH-1 H-2740 for family members. For USAID, see ADS 458 for additional regulations governing selection for language training for employees and family members.

c. Career-related training intended to prepare Civil Service employees for potential future assignments is normally planned for through an Individual Development Plan (IDP). Job-related training is normally scheduled after an employee has moved into a new assignment. Such training is subject to the approval of an employee's supervisor and training officer.

3 FAH-1 H-2711.2 Long Term Training

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

a. Long-term area and language training, like other types of combined language and area training, is arranged in conjunction with onward assignments. (See 3 FAM 2730 and 3 FAH-1 H-2730 for additional information on language training. For USAID see ADS 458.)

b. Other information on long-term training programs is contained in 3 FAM 2720. For USAID see ADS 458.

3 FAH-1 H-2711.3 Other Training

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

Information on other training for professional development is contained in 3 FAM 2720 and ADS 458 for USAID. Enrollment procedures for other types of training, including short courses and seminars, early-morning language instruction, and correspondence and extension courses, are set forth in 3 FAH-1 H-2720 or in individual course announcements disseminated by the Foreign Service Institute (FSI) through Department notices, telegrams to the Field, and other appropriate means.

3 FAH-1 H-2712 ASSIGNMENT OPTIONS FOR TRAINING

3 FAH-1 H-2712.1 Training for Less than Six Months

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

If an employee's period of authorized training at any one location in the United States is expected to be less than six months, the employee will be detailed to the training location, provided that:

(1) The training involves travel from the post of previous assignment; and/or

(2) The training is linked to an onward assignment abroad.

3 FAH-1 H-2712.2 Training for Six to Twelve Months

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

a. If an employee's period of training at any one location in the United States is expected to be from six to twelve months, the employee may either be detailed or assigned to training (note that Civil Service employees are only detailed to training) if:

(1) The training is in language studies, is linked to an onward assignment abroad, and is conducted at a location that requires travel from the post of previous assignment; and/or

(2) The training location is outside the Washington metropolitan area and the employee is proceeding from an assignment in Washington, D.C.

b. In all other cases involving training at any one location in the United States or abroad for a period expected to be from six to twelve months, the employee will be assigned to the training location and will not have the option of a detail to training.

3 FAH-1 H-2712.3 Training in Excess of Twelve Months

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

If the period of training at any one location, whether in the United States or abroad, is expected to exceed twelve months, the employee will be assigned to the training location (note that Civil Service employees are only detailed to training).

3 FAH-1 H-2712.4 Assignment to a Training Institution

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

If an employee is assigned to training, per diem will not be authorized for the training period. Travel for the employee and dependents, as well as shipment of effects, from the place of current assignment to the training location and then on to the next post after completion of training will be authorized.

3 FAH-1 H-2712.5 Detail to a Training Institution

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

a. If any employee is detailed to training, travel expenses for the employee's dependents will not be authorized, nor will there be authorization for shipment or storage of effects. Employees detailed for long-term training will be authorized per diem in accordance with 6 FAM 154 and 156. If for any reason a detail is canceled before its scheduled completion, per diem will be paid only for the actual number of days the detail was in effect. Also, travel and transportation for dependents and effects to the next post of assignment will be authorized from the last post of assignment and not the training locality.

b. The last post of assignment remains the employee's permanent duty station. If that duty station is Washington, D.C., and the next post of assignment requires training at the FSI, no per diem would be payable for the training period. Per diem is not authorized at an employee's permanent duty station (see 6 FAM 156.1).

3 FAH-1 H-2713 CONTINUED-SERVICE AGREEMENT

3 FAH-1 H-2713.1 General

3 FAH-1 H-2713.1-1 When Required

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

a. Employees selected for training for more than 80 hours at non-U.S. Government facilities will receive copies of OF-134, Continued-Service Agreement, for signature from either the FSI Registrar, or:

- State Department: Office of Career Development and Assignments (PER/CDA);
- State Department: Office of Civil Service Personnel Management (PER/CSP);
- USIA: Career Development and Training Division (M/PT) or Training and Development Division (B/PA/PT);
- USAID: Learning Support Division (M/HR/LS).

Employees may not proceed to training until they have signed the agreement.

b. The form is executed in duplicate and returned to PER/CDA or PER/CSP in State or the FSI Office of the Registrar; or M/HRT or B/PA/PT in USIA, or M/HR/LS in USAID, as appropriate. The original will be incorporated in the official personnel records of the employee and the duplicate remains with PER/CDA or PER/CSP in State, or with M/HRT or B/PA/PT in USIA, or M/HR/LS in USAID.

c. In addition, all nominees for non-government training that exceeds 80 hours and for which the Government approves payment of training costs prior to the commencement of such training, must complete and sign Section G of Form SF-182, "Request, Authorization, Agreement and Certification of Training."

3 FAH-1 H-2713.1-2 Nature of Agreement

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

a. The employee is required to agree to the following conditions:

(1) To continue in the service of the Department or the Agency after the end-of-training for a period at least equal to three times the length of the training period unless involuntarily separated; and

(2) If voluntarily separated before completion of the training or completion of the required period of continued service, to reimburse the Government the amount of the additional expenses incurred by the Department or the Agency in connection with such assignments, unless the employee is exempted as provided by this subchapter.

b. Time while on leave without pay does not count toward completion of the period of service required to comply with a continued service agreement unless the employee is on leave without pay for purposes of receiving payments under the Federal Employee's Compensation Act.

3 FAH-1 H-2713.1-3 What Reimbursement Covers

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

The reimbursement will cover such items of additional expenses incurred by the Department or the Agency in connection with the employee's training as tuition and matriculation fees, library or laboratory service, typing and reproduction of papers, the purchase or rental of books, other directly related services and facilities, per diem, travel, and

transportation expenses for the employee and family directly related to the training. It will not involve salary or allowances for the period of training.

3 FAH-1 H-2713.2 Transfer to Another Government Agency

(TL:POH-39; 11-21-1997)

(Uniform State/USAID/USIA/Agriculture)

(Civil Service and Foreign Service Employees)

a. An employee who plans to transfer to another U.S. Government agency before completion of training or before expiration of a Continued-Service Agreement must submit a statement of intent to the Director General of the Foreign Service and Director of Personnel (Department of State); or the Director, Office of Human Resources (M/HR) or Director, Office of Personnel Administration (B/PA) (for USIA); or the Deputy Assistant Administrator for Human Resources (for USAID); at least thirty days before the proposed effective date of the transfer.

b. The statement should be accompanied, if appropriate, by a certificate from the head of the agency, or a designee, to which the employee is transferring stating that the training received will be utilized in the employee's new position.

c. Upon receipt of the statement of intent, the Director General of the Foreign Service and Director of Personnel (State Department); or the Director, Office of Human Resources (M/HR) or Director, Office of Personnel and Administration (B/PA) (for USIA); or the Deputy Assistant Administrator for Human Resources (for USAID); will send the employee a written acknowledgment advising when the thirty-day period specified in 3 FAH-1 H-2713.2, paragraph a, will expire.

d. The Director General of the Foreign Service and Director of Personnel (State Department); or the Director, Office of Human Resources (M/HR) or Director, Office of Personnel and Administration (B/PA) (for USIA); or the Deputy Assistant Administrator for Human Resources (for USAID); will review the employee's statement and the certificate, if supplied, and will notify the employee before the end of the thirty-day period that reimbursement either is or is not required. If the employee's training is judged not to be relevant to the position at the agency to which the employee wishes to transfer, reimbursement will be required.

e. Exemption from reimbursement will be authorized only in cases where the transfer to another agency is without a break in service.

3 FAH-1 H-2713.3 Failure to Fulfill Continued-Service Agreement

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

If any employee of the Department or of the Agency (other than an employee relieved of liability as provided by this subchapter) fails to fulfill the employee's Continued-Service Agreement or to reimburse the Government for the additional educational expenses incurred because of the employee's study assignment, the amount of such additional expenses is recoverable by the Government from such employee by any methods provided by law.

3 FAH-1 H-2713.4 Waiver of Right of Recovery

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

The Director General of the Foreign Service and Director of Personnel (State Department); or the Director, Personnel (M/P or B/P for USIA); or the Deputy Assistant Administrator for Human Resources (for USAID); may waive in whole or in part any right to recovery whenever recovery may be against equity and good conscience or against the public interest.

3 FAH-1 H-2713.5 Extension of Training Agreement

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

Any employee whose long-term training assignment is extended must agree to a proportionate extension of the employee's Continued-Service Agreement.

3 FAH-1 H-2714 RECOVERY OF FUNDS

3 FAH-1 H-2714.1 Determination of Repayment

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

When an employee fails to complete the training or the subsequent period of required service, it is the responsibility of the Director General of the Foreign Service and Director of Personnel (State Department); or the

Director, Office of Personnel (M/P or B/P for USIA); or the Deputy Assistant Administrator for Human Resources (for USAID); to determine whether repayment of the additional expenses incurred in connection with the training is required, prorated, or waived. This responsibility includes determining what portion of the travel and transportation expenses incurred is directly related to the training assignment.

3 FAH-1 H-2714.2 Notification of Repayment

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

The Director General of the Foreign Service and Director of Personnel (State Department); or the Director, Office of Personnel (M/P or B/P for USIA); or the Deputy Assistant Administrator for Human Resources (for USAID); as appropriate, notifies the employee in writing of the repayment decision and sends a copy of this notification to the Chief of the Financial Services Division (State Department) or the Chief, Financial Operations Division (USIA), or Cash Management and Payment Division, Office of Financial Management (USAID).

3 FAH-1 H-2714.3 Recovery in Event of Separation

(TL:POH-39; 11-21-1997)
(Uniform State/USAID/USIA/Agriculture)
(Civil Service and Foreign Service Employees)

a. In State, when an employee who has received training under the provisions of these regulations separates voluntarily, PER/CDA or PER/CSP will determine whether there is an unfulfilled period of obligated service and, if such is the case, will advise the Director General of the Foreign Service and Director of Personnel whether recovery action is necessary.

b. When a determination has been made that a separating employee has an unfulfilled period of obligated service, PER/CDA or PER/CSP will inform the post or bureau processing the separation that the training indebtedness should be documented on Form DS-8, Fiscal Clearance for Final Salary Payment, under "Other Indebtedness" (see 3 FAH-1 H-2510).

c. In USIA, the necessary processing and review functions in connection with Continued-Service Agreements will be the responsibility of the Foreign Service Personnel Division, which will notify the Director, Office of Personnel (M/P or B/P) whether recovery action is necessary.

d. In USAID, the necessary processing and review functions in connection with Continued-Service Agreements will be the responsibility of the Personnel Operations Division, which will notify the Deputy Assistant

3 FAH-1 H-2715 DIVERSITY TRAINING

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

This section contains procedures and guidelines governing Diversity Training as required by the consent decree in both the **Palmer** and **Thomas** class action litigation. This material was previously published as 3 FAH-1 H-2790.

3 FAH-1 H-2715.1 Supervisors

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

“Supervisors” refers to all Department personnel (including noncareer and Civil Service personnel) who are the rating or reviewing officials for Foreign Service officers.

3 FAH-1 H-2715.1-1 Supervisors Assigned to Washington as of February 12, 1996

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

A. Foreign Service Institute Courses

a. Supervisors who have not taken one of the following Foreign Service Institute courses:

- EEO Awareness for Managers and Supervisors (PT-107);
- Introduction to Management Skills (PT-207);
- Supervisory Studies Seminar (PK-245);

since February 12, 1993, must take one of the following revised courses:

- EEO/Diversity Awareness for Managers and Supervisors (PT-107);
- Introduction to Management Skills (PT-207);
- Supervisory Studies Seminar (PK-245);

by August 12, 1997.

b. In addition, every supervisor must take one of the courses listed in section 3 FAH-1 H-2715.1-1, subparagraph a(1), or a course which incorporates an EEO/diversity module every six years thereafter.

B. Video Training

Supervisors are also required to participate in diversity awareness video training within 36 months of the date of taking one of the revised courses or, if they took one of the revised courses within the previous three years, within 36 months of that date. In addition, every supervisor is required to participate in diversity awareness video training every 36 months thereafter.

3 FAH-1 H-2715.1-2 Supervisors Assigned outside Washington as of February 12, 1996

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

A. Foreign Service Institute Courses

a. All supervisors who are assigned outside Washington and who have not taken one of the following Foreign Service Institute courses:

- EEO Awareness for Managers and Supervisors (PT-107);
- Introduction to Management Skills (PT-207);
- Supervisory Studies Seminar (PK-245);

since February 12, 1993, must take one of the following revised courses:

- EEO/Diversity Awareness for Managers and Supervisors (PT-107);
- Introduction to Management Skills (PT-207);
- Supervisory Studies Seminar (PK-245);

by February 12, 1998, or the next time they are transferred to another assignment, or are in Washington for TDY, including *inter alia*, training and consultation, whichever is the earliest date (unless, despite reasonable efforts, they cannot take the courses when they are in Washington for consultation).

b. In addition, every supervisor must take one of the courses listed in section 3 FAH-1 H-2715.1-1, subparagraph a(1), or a course which incorporates an EEO/diversity module every six years thereafter.

B. Video Training

Supervisors assigned outside Washington shall participate in diversity awareness video training by February 12, 1997. In addition, every supervisor is required to participate in diversity awareness video training every 36 months thereafter.

3 FAH-1 H-2715.1-3 Future Supervisors

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

a. All Department personnel who are assigned to supervisory positions after February 12, 1996 shall take one of the following revised courses:

- EEO/Diversity Awareness for Managers and Supervisors (PT-107);
- Introduction to Management Skills (PT-207);
- Supervisory Studies Seminar (PK-245);

prior to or within 90 days of beginning the supervisory assignment unless they have taken the course "EEO/Diversity Awareness for Managers and Supervisors" ***within five years prior to their assignment to such supervisory position.*** In addition, each supervisor must take one of the above courses or a course which incorporates an EEO/diversity module every six years thereafter.

b. Each supervisor is also required to participate in diversity awareness video training within 36 months of taking one of the above courses and every 36 months thereafter.

3 FAH-1 H-2715.2 Foreign Service Officers

3 FAH-1 H-2715.2-1 Foreign Service Institute Courses

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

All Foreign Service officers not already required to do so by section 3 FAH-1 H-2715.1, must take one of the following courses:

- EEO/Diversity Awareness for Managers and Supervisors (PT-107);
- Introduction to Management Skills (PT-207);

- Supervisory Studies Seminar (PK-245); or
- A course which incorporates a diversity awareness module;

by February 12, 2000. In addition, each Foreign Service officer must take one of the above courses every six years thereafter.

3 FAH-1 H-2715.2-2 Video Training

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

All Foreign Service officers not already required to do so by 3 FAH-1 H-2715.1 shall participate in diversity awareness video training within 36 months of the date that they take one of the above courses and every 36 months thereafter.

3 FAH-1 H-2715.3 Assignment Panels, Bureau Awards Committees, and the Board of Examiners

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

a. Personnel serving on assignment panels or bureau awards committees as career development officers or on the Board of Examiners as of February 12, 1996, are required to take specialized EEO/Diversity Awareness training within 90 days of the implementation of such training.

b. Personnel appointed to serve on assignment panels or bureau awards committees as career development officers or on the Board of Examiners after February 12, 1996, are required to take such training within 60 days of the commencement of their duties or when they receive any other training in connection with those duties, whichever is earlier.

3 FAH-1 H-2715.4 Exceptions

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

a. Exceptions to required attendance at one of the following revised courses:

- EEO/Diversity Awareness for Managers and Supervisors;
- Introduction to Management Skills;

- Supervisory Studies Seminar; or
- A course which incorporates a diversity awareness module;

shall be granted only by the Office of the Director General and only for unusual circumstances and under the condition that:

(1) A Foreign Service officer who is assigned to Washington shall take the required course within 90 days of the date by which he or she was originally required to take it; or

(2) A Foreign Service officer who is assigned outside Washington shall take the required course by February 12, 1999.

b. There shall be no exceptions for participation in diversity awareness video training.

3 FAH-1 H-2715.5 Transfer Orders

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

Beginning May 13, 1996, transfer orders for FSOs who are required to take the revised "EEO/Diversity Awareness for Managers and Supervisors" course or a course which incorporates a diversity awareness module at the time of their transfer or within 12 months after their transfer shall include a mandatory training order directing each FSO to attend the required course.

3 FAH-1 H-2715.6 Statement of Explanation

(TL:POH-39; 11-21-1997)

(State Only)

(Civil Service and Foreign Service Employees)

a. Arranging participation in mandatory diversity training is the responsibility of each employee.

b. Questions should be referred to the Counseling and Assignment Office in PER/CDA.

3 FAH-1 H-2716 THROUGH H-2719 UNASSIGNED